

PROJECT STATUS REPORT

CONGRUEX

AS OF: OCTOBER 9TH, 2022

PROJECT STATUS SUMMARY

Percent Complete: 5%

(The percent complete here should be the percent completion of the entire project.)

Scope	Schedule	Cost	Risks	Quality
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This section provides a quick executive overview of the status of the project. It is intended for senior management/sponsor so it should not get too detailed. However, it should highlight anything important which should be brought to their attention. The Scope/Schedule/Cost/Quality table above is a quick way to present a color coded dashboard for the status report. Typically a variance of +/- 5% will warrant a yellow cautionary color and +/- 10% will warrant a red warning color. For any constraint which is yellow or red this section should contain brief explanation.

Cost: It seems that an open source and free version of this project was desired. This may not be possible, now we run into the issue of figuring out whether migrating platforms or adapting the current one is a more suitable option.

Quality: It is of great concern and importance in this stage that a product of greater quality be delivered to the team. When choosing a CMS option, it is important that we keep this in mind. It is necessary to increase quality despite having to migrate to a new CMS.

WORK PLANNED FOR LAST WEEK

For this section you can copy the "Worked Planned for Next Week" section from last week's status report and paste it into this section.

Finalize options for CMS
 Be familiar with React
 Setup pros/cons list of CMS's
 Present final CMS choice for the team.
 Demo CMS environment
 Discuss scope with team to finish project charter.

WORK COMPLETED LAST WEEK

In this section you should provide a highlight of work performed and milestones and/or deliverables met during the past week.

Familiarized ourselves with React
 Developed demo environments for CMS in which a blog and test website are setup
 Fleshed out project scope more deeply with Congruex team
 Used meeting information to create a first draft of our project charter with pertinent project info

WORK PLANNED FOR NEXT WEEK

Decide with Congruex team by Wednesday what CMS is to be used for this project.
 Setup environment for the new CMS or familiarize with functionality of old CMS.
 Depending on what is chosen for a CMS option, potentially re-submit project charter to suit new standards.

Provide an overview of the work being performed during the next week and any milestones or deliverables you expect to meet.

- Decide on which of the presented CMS's we've chosen will be used for the project.
- Setup environment for agreed upon CMS with Congruex team
- Begin working on migrating or adapting the CMS of choice to a new environment.
- Finalize scope requirements with Congruex presenting a clear list of wants and needs.

OPEN ISSUES

This section should contain a list of open issues along with their status.

The team presented the issue to Congruex of near necessary payment for a service. This has created the discussion of risk v. worth in terms of budget. If a new service is more expensive, it must be worth the risk of having to migrate to the new platform. If the old service is being used, we must improve how it delivers content to the company.

DELIVERABLES AND MILESTONES

This section is a table which shows the status of milestones and deliverables.

The first column is for the name of the Milestone or Deliverable from the project plan. The next column is the WBS unique ID number. This ties it to the milestone/deliverable in the project plan. The "Planned" column is the planned completion date according to the baseline. The "Forecasted" column is the expected completion date for this item. The "Actual" column is the actual date the milestone/deliverable was completed. The "Status" column is a simple one or two word phrase such as; "Completed", "On Schedule", "Late", "Accepted", etc.

Milestone	WBS	Planned	Forecasted	Actual	Status
Be familiar with React	1	Oct 7, 2022	Oct 7, 2022	10/05	Complete
Flesh out scope with team	2	Oct 7, 2022	Oct 7, 2022	Oct 7, 2022	Complete
Get familiar / setup new CMS environment that is chosen	3	Oct 14, 2022	Oct 14, 2022	–	on-schedule
Deliverable	WBS	Planned	Forecasted	Actual	Status
Deliver final options CMS	1	Oct 5, 2022	Oct 7, 2022	10/05	Complete

Decide on final CMS with Congruex	2	Oct 12, 2022	Oct 12, 2022	–	On-Schedule

OPEN CHANGE REQUESTS

Use this section to track all changes to the project scope and report the status of those changes. Tracking of changes starts with the request for the change, tracks the approval status and ends when the change is added to the project, the project plan and schedule have been updated and the change has become integrated into the project.

Change Request Name	Change Request Number	Request Date	Current Status
Maintain Sharepoint v. Migrate to new CMS	1	10/07/2022	Active

KEY PERFORMANCE INDICATORS (KPI's)

Many executives turn right to this section as it provides a clear summary of the status of the project according the progress metrics. You should limit the metrics displayed to the most important. You want to avoid providing the same information in different formats. Fewer is better.

Schedule - Project is Ahead of/Behind/On Schedule
Schedule Variance (SV): +/- 0 days

Cost - Project is Over/Under/On Budget
Cost Variance (CV): (\$0)